

# **Nevada Department of Education**



**Office of Child Nutrition  
and School Health**  

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NEVADA DEPARTMENT OF EDUCATION

## **Sponsor Information and Payment System (SIPS) Training Guide**

## ***SIPS – What is it?***

- Sponsor Information and Payment System
- Web-Based application and payment processing
- Available for use with the Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP)

# *The Basics*



- Sponsors apply to participate in CACFP and SFSP using the SIPS system
- Sponsors also use SIPS to submit claims for reimbursement

Electronically! 

## *How Do I Begin?*

- Submit User Login Request, Sponsor Update Page and State of Nevada Registration Substitution IRS W-9 form, Current Profit and Loss and Balance Sheet to NDE
- For Profit Applicants need to submit a 30-Day Test month to determine that 25% of their total enrollment meets the free and/or reduced category
- Once you receive your login and have received initial application training, go to the SIPS Website:

<https://cnp.doe.nv.gov/NevNutrition/login.do>



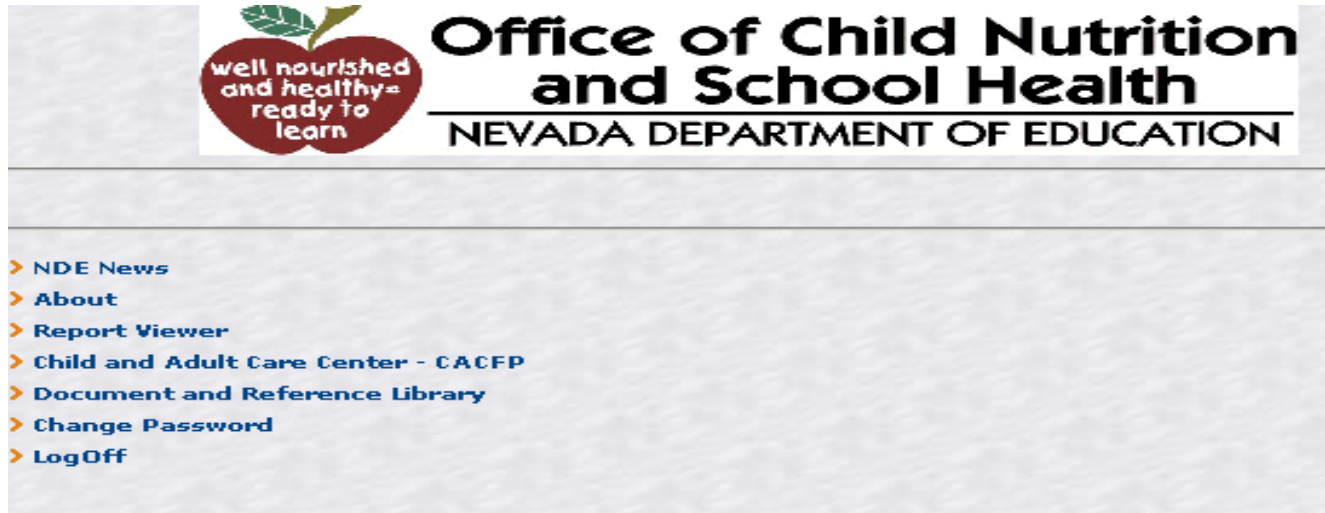
The screenshot shows the login interface for the Nevada Child Nutrition Programs. At the top left is a logo featuring a red apple with a green leaf and the text "well nourished and healthy = ready to learn". To the right of the logo, the text reads "Office of Child Nutrition and School Health" in bold, followed by "NEVADA DEPARTMENT OF EDUCATION" in a smaller font. Below this header, there are two input fields: "User Name" and "Password". Under the password field are two buttons labeled "OK" and "Cancel". At the bottom of the form, there is a blue text block that reads: "Welcome to the Nevada Child Nutrition Programs. If you are a new user or have forgotten your password, please call your NDE System Administrator for assistance. Remember that passwords must be changed every 90 days."

## *Logging In*

- Turn Num Lock On and Caps Lock Off
- Type your User Name and Password and click on <OK>
- Passwords must be a combination of letters and numbers, at least 8 characters long, no symbols, all lowercase
- Contact Tammy Kratz @ 702-486-6472 , Ext. 1 for application amendments, claims, user ID and passwords, Technical assistance.



# *Once Logged in...*



Sponsors will be able to:

- Download forms and visit links to other websites from the Document and Reference Library
- Complete and view yearly individual sponsor and site application(s)
- View rate information
- Enter monthly site and sponsor claim(s)
- Change password

**Click on Child and Adult Care Center – CACFP to begin!**

# Applications

CAC Sponsor Claims	<b>CAC Sponsor Application</b>	CAC Sponsor Compliance	CAC Sponsor Budgets	Main Menu	Email	Logoff
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CAC Sponsor Application | Site Selection | Auth Claim Processors | App Packet Disposition |

- Click on CAC Sponsor Application
- You can:
  - Complete Sponsor Application
  - Verify, change or add Site Applications
  - Identify those individuals authorized to enter and submit claims to NDE
  - Download, complete and submit budget spreadsheet
  - Download all required hard copy application forms from the Document and Reference Library.
- Application submittal can be done in any order with the exception of the Sponsor Application and Income Eligibility.
- Use the App Packet Disposition page as a checklist.
  - “In Process” Components must be completed online.
  - Components with a pull down menu refer to hard copy forms to be downloaded from Document and Reference Library, completed and mailed. These components should be marked as submitted and show the date the forms were mailed to NDE.

CAC Application Packet Disposition			
Component	Disposition	Disposition Date	Comments
<a href="#">Sponsor and Site Application (Annual)</a>	IN PROCESS		
<a href="#">Income Eligibility (OMER) (Annual)</a>	IN PROCESS		
Annual Documents			
<a href="#">Authorized Claim Processors and Contacts (Annual)</a>	IN PROCESS		
<a href="#">CAC Budget (Annual)</a>	IN PROCESS		
Vended Meal Contract (Annual)			
Management Plan and Documents (New and Review Yrs)			
Agreement 2 Signed Originals (New or Reviewed Yrs)			
IRS Tax Exempt Letter (New Private Non Profit)			
Child or Adult Care Licenses (New Sites)	NOT REQUIRED		
Pre-Operational Site Visits (New Sites)			

Save Cancel Generate Missing Pieces Letter

# Sponsor Application

- Click the [Sponsor Application](#) hyperlink on the App Packet Disposition
- Application information is automatically filled in as a starting point either with information from the data rollover for renewing sponsors, or with information provided on the Sponsor Update page for institutions applying for participation.
- Update Effective date, Address, Designated Official, Claim and Request Information as appropriate, Starting and Ending Date (Example 10/01/2009 – 09/30/2010)
- The Facility types and Claim Months will be updated each time a Site Application is SAVED.
- Click Save
- Choose View Affected Sites from the bottom of the Sponsor Application or click Site Selection from Menu at the top of the page.

C1250 FOOD BANK OF NORTHERN NEVADA

\*Application [2005 Amend 0 (IN PROCESS)] Select

Child and Adult Care Centers  
Sponsor Application

Agm #	C1250	Fiscal Year	2005	Status	IN PROCESS
Amendment #	0	*Effective Date	10/01/2004		
IRS Status	Non-Profit	Sponsor Type	Public		

\*Sponsor Name: FOOD BANK OF NORTHERN NEVADA

\*Physical Address: 994 Packer Way

\*City/Town: Sparks \*Cty: Washoe \*State: NV \*Zip: 89431

Remarks:

Administrator/Director: Cherie Jamason  
Telephone: 775-331-3663 Ext.:

**CAC Designated Official**

\*First Name: Cherie MI \*Last Name: Jamason  
 \*DOB: 01/01/1960 Title: President/CEO  
 Telephone: 775-331-3663 Ext. Fax: 775-331-3765  
 \*Mailing Address: 994 Packer Way Email: cjamason@fbnm.org  
 Mail Pref.:  
 \*City/Town: Sparks \*State: NV \*Zip: 89431

**Facility Types**

Facility Types	# of Facilities	Facility Types	# of Facilities
Child Day Care Center	0	After School Care Program	21
Child Day Care Proprietary Center	0	Emergency Shelter w/homeless children	0
Head Start Center	0	Adult Day Care Center	0
Outside School Hours Care Center	22	Adult Day Care Proprietary Center	0
Total Sites	22		

**Claim and Request Information**

\*Starting Date: 10/01/2004 \*Ending Date: 09/30/2005

Claims will be submitted in the following months:  
 Oct ☐ Nov ☐ Dec ☐ Jan ☐ Feb ☐ Mar ☐  
 Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sep ☐

\*Admin. Annual Budget: 0.00 \*Commodity Request: Cash in Lieu

**For State Use Only**

Approve: Approval Date:  
 Consultant: Hogan, Diane  
 Termination Reason: Termination Date:

Save Cancel Submit View Changes View Affected Sites Amend Back Audit



# Site Application(s) RENEWING SPONSORS

- A list of sites approved from previous fiscal year will show.
- Launch the [hyperlink](#) of the first site's application.

\* Application: 2005 Amend 0 (IN PROCESS)

CAC  
Site Application Search

Status	APPROVED DEFERRED DISAPPROVED IN PROCESS NOT REQUIRED REVIEWED SUBMITTED	Name <input type="text"/>	Site # <input type="text"/>
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Name	Number	Status
<a href="#">Agnes Risley Elementary</a>	C1250-006	IN PROCESS
<a href="#">Anderson Elementary School</a>	C1250-014	IN PROCESS
<a href="#">Bernice Mathews Elementary</a>	C1250-003	IN PROCESS
<a href="#">Desert Heights Elementary</a>	C1250-004	IN PROCESS
<a href="#">Donner Springs Elem</a>	C1250-023	IN PROCESS
<a href="#">Echo Loder Elementary School</a>	C1250-013	IN PROCESS
<a href="#">Edward Pine Middle School</a>	C1250-001	IN PROCESS
<a href="#">Grace Warner Elementary School</a>	C1250-026	IN PROCESS
<a href="#">Koinonia Foster Homes Inc/Day Treatment Program</a>	C1250-025	IN PROCESS
<a href="#">Libby Booth Elementary School</a>	C1250-018	IN PROCESS
<a href="#">Lincoln Park Elementary</a>	C1250-009	IN PROCESS
<a href="#">Lois Allen Elementary School</a>	C1250-024	IN PROCESS
<a href="#">Natchez Elementary School</a>	C1250-019	IN PROCESS
<a href="#">Roger Corbett Elementary School</a>	C1250-015	IN PROCESS
<a href="#">Sibayan Recreation &amp; Youth Center at Bailey Charter School</a>	C1250-021	IN PROCESS
<a href="#">Sierra Vista Elementary School</a>	C1250-012	IN PROCESS
<a href="#">Smithridge</a>	C1250-022	IN PROCESS
<a href="#">St. Paul's Episcopal Church</a>	C1250-005	IN PROCESS
<a href="#">Sun Valley Elementary School</a>	C1250-008	IN PROCESS
<a href="#">Traner Middle School</a>	C1250-010	IN PROCESS
<a href="#">Vaughan Middle School</a>	C1250-020	IN PROCESS
<a href="#">William O'Brien Middle School</a>	C1250-007	IN PROCESS

# Site Application(s) Page 1 RENEWING SPONSORS

- Last year's application information has been automatically filled in as a starting point.
- Update the first page of the application.
- Click Page 2 at the bottom of the page and update information on the second page.

Page 1

*Site Application [2005 Amend 0 (IN PROCESS)] [Select]			
Child and Adult Care Centers Site Application (Page 1)			
Agm #	C1250	* Site #	C1250 - 006
Fiscal Yr.	2005	Amendment #	0
Status	IN PROCESS	* Eff. Date	10/01/2004
* Facility Name	Agnes Risley Elementary		
<input type="checkbox"/> Sponsoring organization disburses reimbursement to facility			
<input type="checkbox"/> This site is the same legal entity as the sponsoring organization			
Organization Name if different legal entity	Washoe County School District		
* IRS Status	Non-Profit	Facility Organization Type	Private
Remarks			
<b>Site Contact</b>			
* First Name	Courtney	MI	
* Last Name	East	Telephone	775-353-5760
<input type="checkbox"/> Click here if shelter cannot reveal address			
* Address	Agnes Risley Elementary School 1900 Sullivan Lane		
* City/Town	Sparks		
* County	Washoe		
* State	NV		
* Zip	89431 -		
* Telephone	775-353-5760	Ext.	
Email			
Fax	775-353-5762		
License		* Lic/Approval Type Converted - Alternate Approval	
Licensing Authority		NA	
License Number		NA	
* Capacity Days		150	
* Capacity B/A		150	
* Capacity Nights		0	
* Pre-Operational Visit		10/01/1999	
License Start			
License Expiration			
* Age range of enrolled children		5 to 18	
Licensed for infants		<input type="checkbox"/>	
For Alternate Approval - Please provide copies of checked items.			
Building Permit	<input type="checkbox"/>	Local Health Dept.	<input type="checkbox"/>
Fire Inspection	<input type="checkbox"/>	School	<input type="checkbox"/>
Site Selection		Page 2	

# Site Application(s) Page 2 RENEWING SPONSORS

- Make sure the appropriate Facility Type is checked.
- **For Profit Sponsors ONLY** must enter the Free, Reduced and Non-Needy numbers reported from the previous year's Test month under Enrollment (Proprietary Centers Only)
- Fill in appropriate starting and ending dates (Example: 10/01/2009 - 09/30/2010) and ensure that hours of operation are correct. (Format for the date is mm/dd/yyyy. Format for hours is 00:00 AM)
- Click the Calculate button and back out all holidays and/or staff development days the site does not operate.
- Check the Meals Claimed section to ensure that all meals claimed are included and meal times are correct.
- Under Site Eligibility, place all Free/Reduced numbers under the "Paid" category. NDE will fill these numbers in once the OMER is verified.
- If all information is correct, click Submit. If unsure of some information listed, click save and come back later to submit once all information is correct.
- The Site Selection button will return to the list of sites or click Next to repeat process for each site.

Page 2

C1250-006 Agnes Risley Elementary

Site Application 2005 Amend 0 (IN PROCESS)

Child and Adult Care Centers  
Site Application (Page 2)

**\*Facility Types**

<input type="checkbox"/> Child Day Care Center	<input checked="" type="checkbox"/> After School Care Program
<input type="checkbox"/> Child Day Care Proprietary Center	<input type="checkbox"/> Emergency Shelter w/ Homeless Children
<input type="checkbox"/> Head Start Center	<input type="checkbox"/> Adult Day Care Center
<input checked="" type="checkbox"/> Outside School Hours Care Center	<input type="checkbox"/> Adult Day Care Proprietary Center

Area Eligible School Name Agnes Risley 764 Effective thru FY06

**Enrollment (Proprietary Centers Only)**

Free	0	Select from the following list	
Reduced	0	# Title XIX Participants	0
Non-Needy	0	# Title XX Participants	0
Total Enrollment	0		

**Operating Data**

Dates	*Starting Date	10/01/2004	*Closing Date		Termination Date	
Hours of Operation	Monday	3:00 PM	6:00 PM	Friday	3:00 PM	6:00 PM
	Tuesday	3:00 PM	6:00 PM	Saturday		
	Wednesday	3:00 PM	6:00 PM	Sunday		
	Thursday	3:00 PM	6:00 PM			

Dates Closed Holidays and weekends

**\*Days Open Per Month**

	Oct	0	Nov	0	Dec	0	Jan	0
	Feb	0	Mar	0	Apr	0	May	0
Calculate	Jun	0	Jul	0	Aug	0	Sep	0

**Meals Claimed**

Meal	Max Served Daily	Source of Meals	Begin Meal Time	End Meal Time	Sessions
Breakfast	0				
AM Snack	0				
Lunch	0				
PM Snack	0				
Supper	150	Contract with NonProfit School	5:00 PM	5:30 PM	Single
Evening Snack	0				
After School Snack	150	Contract with NonProfit School	5:00 PM	5:30 PM	Single

Description of Double Session Meal Times

**\*Site Income Eligibility**

Start Date	10/01/2004	Free	70	Reduced	22	Non-Needy	16	
							Total	108

**For State Use Only**

Status	IN PROCESS	Date	
Termination Reason			

Save Cancel Submit Site Selection View Changes Next Amend Audit Page 1

# Site Application(s) NEW SPONSORS

- Click Site Selection from Menu at top of page
- Click New Site

Office of Child Nutrition and School Health  
NEVADA DEPARTMENT OF EDUCATION

CACSponsor Claims CACSponsor Application CACSponsor Compliance CACSponsor Budgets CACSponsor Change Report Viewer Main Menu EMail Logoff

CACSponsor Application | Site Selection | Auth Claim Processors | App Packet Disposition |

[Help?](#)

C1358 Culinary Training Academy

\* Application 2010 Amend 0 (IN PROCESS) Select

CAC  
Site Application Search

Status	Name	Number	Status
APPROVED DEFERRED DISAPPROVED IN PROCESS NOT REQUIRED REVIEWED SUBMITTED			

New Site

# Site Application(s) Page 1 NEW SPONSORS

Fill in all information in all white boxes on page one.

- Site numbers are consecutive starting with 001.
- Effective date is the date anticipated for claiming to begin.
- Facility Name is the official name of the site.
- Fill in IRS Status: Nonprofit or For-Profit; Facility Organization Type: Private, Public, etc.; Site contact information including address, telephone, fax and email address; Licensing information; Date of Pre-Operational site visit.
- Click Page 2 at bottom.

*Site Application <b>2010 Amend 0 (IN PROCESS)</b> <input type="button" value="Select"/>			
<b>Child and Adult Care Centers Site Application (Page 1)</b>			
Agm # C1250	* Site # C1250 - 1	Fiscal Yr. 2005	
Amendment # 0	Status IN PROCESS	*Eff. Date	
* Facility Name			
<input type="checkbox"/> Sponsoring organization disburses reimbursement to facility			
<input type="checkbox"/> This site is the same legal entity as the sponsoring organization			
Organization Name if different legal entity			
* IRS Status	Facility Organization Type		
Remarks			
<b>Site Contact</b>			
* First Name			MI
* Last Name			Telephone
<input type="checkbox"/> Click here if shelter cannot reveal address			
* Address	License		
* City/Town	* Lic/Approval Type		
* County	Licensing Authority		
* State	License Number		
* Zip	* Capacity Days		
* Telephone	* Capacity B/A		
Ext.	* Capacity Nights		
Email	* Pre-Operational Visit		
Fax	License Start		
	License Expiration		
	* Age range of enrolled children to		
	Licensed for infants <input type="checkbox"/>		
For Alternate Approval - Please provide copies of checked items.			
Building Permit <input type="checkbox"/>	Local Health Dept. <input type="checkbox"/>	Fire Inspection <input type="checkbox"/>	School <input type="checkbox"/>
Site Selection Page 2			

# Site Application(s) Page 2 NEW SPONSORS

- Check the type of facility under Facility Type. If After School Care Program, fill in name of area eligible school w/percentage F/R.
- **FOR PROFIT ONLY SPONSORS FILL IN ENROLLMENT SECTION. These numbers should be entered from your 30-Day test month.**
- Operating Data: Fill in the Starting and Ending date and hours of operation. Starting date is the date sponsor is approved to start claiming and the ending date is the last day of the Federal Fiscal year (Example: 10/01/2009 – 09/30/2010). (Format for the date is mm/dd/yyyy. Format for hours is 00:00 AM) List any dates center will be closed (weekends, holidays)
- Click the calculate button. The system will back out the weekends, but you will have to manually back out any holidays or other days the center will not be operating.
- Meals Claimed: For each meal claimed type in how many meals are expected to be served daily. Choose the Source of Meal (On-site preparation, vending, etc.) enter the beginning and ending meal times and whether it is a single or double session. (Guidance for Meal Times can be obtained from the consultant or the Document and Reference Library).
- Site Income Eligibility: place all Free/Reduced numbers under the “Paid” category. NDE will fill these numbers in once the OMER is verified.
- If all information is correct, click Submit. If unsure of some information listed, click save and come back later to submit once all information is correct.

C1250-006 Agnes Risley Elementary

Site Application **2.0** (Amend C) (IN PROCESS)

Child and Adult Care Centers  
Site Application (Page 2)

**Facility Types**

☐ Child Day Care Center ☐ After School Care Program

☐ Child Day Care Proprietary Center ☐ Emergency Shelter w/ Homeless Children

☐ Head Start Center ☐ Adult Day Care Center

☒ Outside School Hours Care Center ☐ Adult Day Care Proprietary Center

Area Eligible School Name: \_\_\_\_\_

**Enrollment (Proprietary Centers Only)**

Free:  0

Reduced:  0

Non-Needy:  0

Total Enrollment:  0

Select from the following list: \_\_\_\_\_

# Title XIX Participants:  0

# Title XX Participants:  0

**Operating Data**

Dates: \*Starting Date: \_\_\_\_\_ \*Closing Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Hours of Operation:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

Dates Closed: \_\_\_\_\_

**\*Days Open Per Month**

Oct	0	Nov	0	Dec	0	Jan	0	
Feb	0	Mar	0	Apr	0	May	0	
Calculate	Jun	0	Jul	0	Aug	0	Sep	0

**Meals Claimed**

Meal	Max Served Daily	Source of Meals	Begin Meal Time	End Meal Time	Sessions
Breakfast	<input type="text"/> 0	_____	_____	_____	_____
AM Snack	<input type="text"/> 0	_____	_____	_____	_____
Lunch	<input type="text"/> 0	_____	_____	_____	_____
PM Snack	<input type="text"/> 0	_____	_____	_____	_____
Supper	<input type="text"/> 0	_____	_____	_____	_____
Evening Snack	<input type="text"/> 0	_____	_____	_____	_____
After School Snack	<input type="text"/> 0	_____	_____	_____	_____

Description of Double Session Meal Times: \_\_\_\_\_

**\*Site Income Eligibility**

Start Date: \_\_\_\_\_ Free:  \_\_\_\_\_ Reduced:  \_\_\_\_\_ Non-Needy:  \_\_\_\_\_

Total:  000

**For State Use Only**

Status:  IN PROCESS Date: \_\_\_\_\_

Termination Reason:  \_\_\_\_\_

Save Cancel Submit Site Selection View Details Next Previous Audit Page 1



# Authorized Claim Processors

- Launch the Authorized Claim Processors hyperlink from either the App Packet Disposition page or the tab at the top of the page.
- Click Add New
- Complete the Contact Information page.
  - Date of Birth (DOB) is a required field.
  - Type Contact should be Administrative Contact, Claim Contact or Food Service Manager.
  - Business Name and Address
  - Phone, Fax and email address
- Click Save
- Click Back
- Repeat process for each person with access to the database.
- When all entry is complete, click Submit.

Office of Child Nutrition and School Health  
NEVADA DEPARTMENT OF EDUCATION

CAC Sponsor Claims | CAC Sponsor Application | CAC Sponsor Compliance | CAC Sponsor Budgets | CAC Sponsor Change | Report Viewer | Main Menu | EMail | Logoff

CAC Sponsor Application | Site Selection | Auth Claim Processors | App Packet Disposition |

Help ?

C1358 Culinary Training Academy

\* Application 2010 Amend 0 (IN PROCESS) Select

CAC Authorized Claim Processors & Others

Name	Contact Type	Email Address
For State Use Only		
Approved	Date	Status IN PROCESS
Notes		

Add New Remove Checked Items Submit Save Audit

CAC Contact Information

Personal Information

Sal. First MI Last

Title

DOB Type Contact

Mailing Address

Business Name

Street

Line 2

City County State Zip

Contact Information

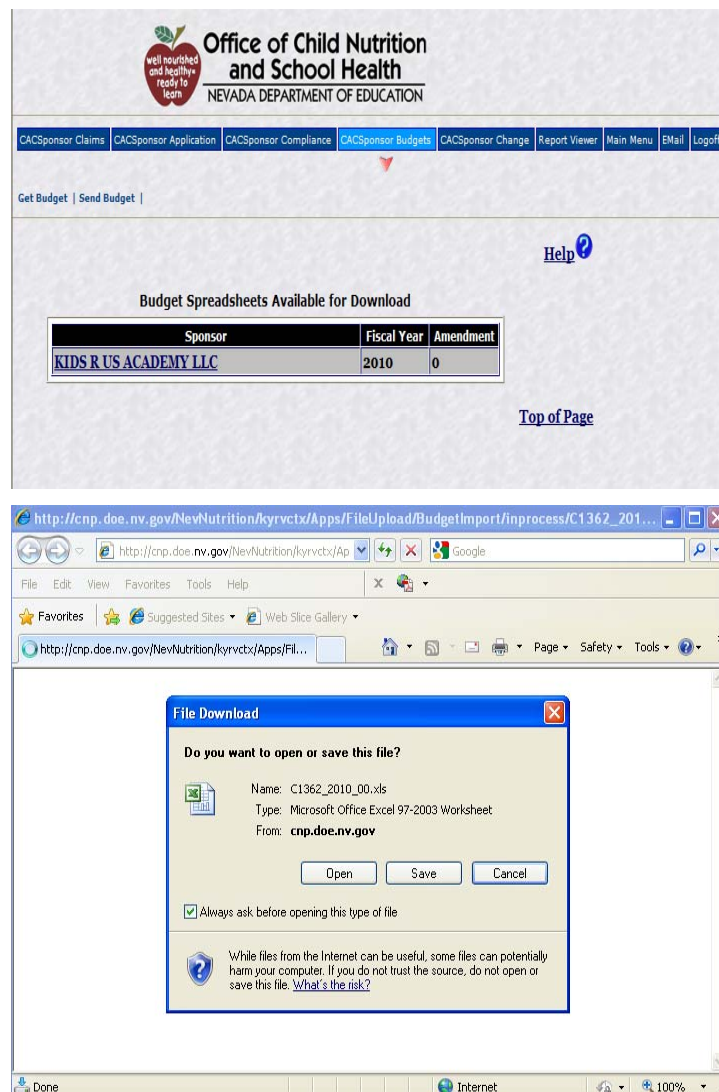
Phone Ext. Fax

Email

Save Cancel Back Audit

# Completing the Budget

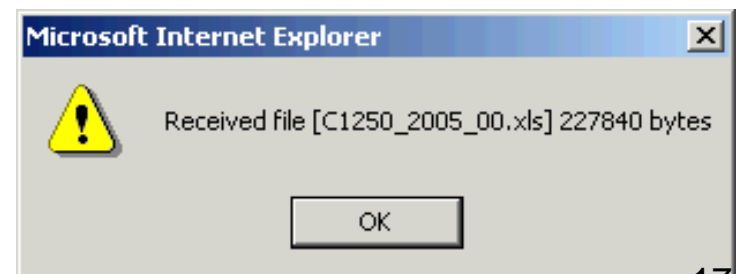
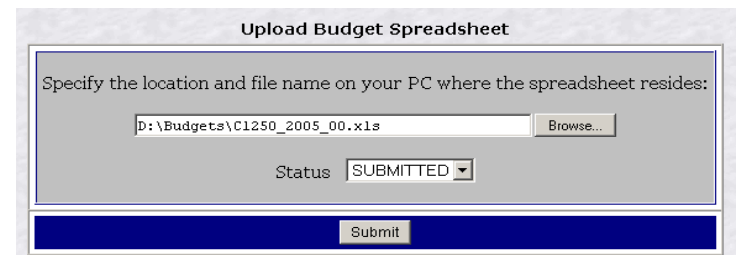
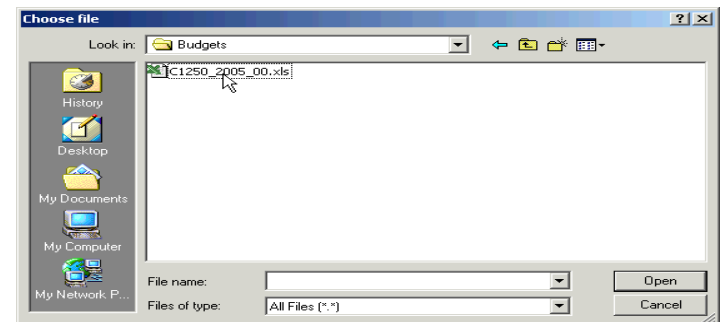
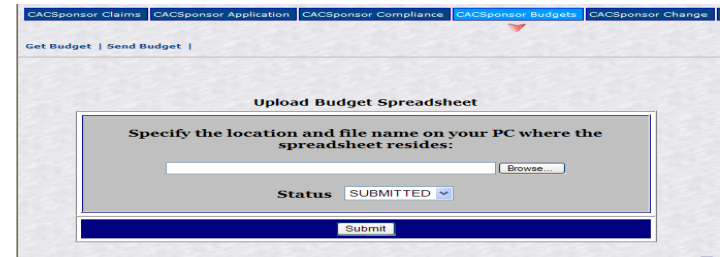
- Navigate to CACSponsor Budget
- Click Get Budget
- Click on the sponsor name
- The File Download screen will display asking if you want to Open or Save the file. Click Save and save the spreadsheet to your desktop.
- Open the file in Excel and complete the budget by line item. **DO NOT ENTER FIGURES ON THE OPERATING AND ADMINISTRATIVE SUMMARY PAGES.** These figures will pull forward from the line item pages.
- For questions about expenses you should be claiming contact the Nutrition Consultant.
- For technical questions on the spreadsheet (i.e. formulas not working, etc. contact Tammy Kratz at 702-486-6472, Ext 1.





# Completing the Budget

- Navigate to CACSponsor Budget
- Click Send Budget
- Click Browse and navigate to where the spreadsheet is saved on your desktop and click once to select it then click Open.
- The name of the spreadsheet will display in the browse text box.
- Click SUBMIT.
- A confirmation message will display to let you know that the file has been uploaded.



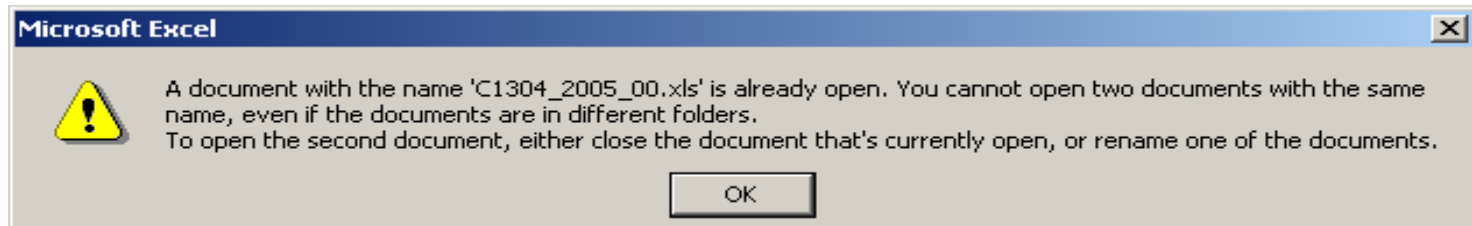
# Possible Budget Errors

- If you try to launch the CAC Budget Summary from the App Packet Disposition page prior to it being approved, you will get the following error message:

Site	Type	Number	Description
		KRA-60106	KRA-60106. Cannot complete operation. No budget information was found.

Ok

- If you try to upload the same budget twice, you will receive the following message:



- Each time you receive a budget, there is a unique sequence code embedded in the budget spreadsheet. When you send the budget back, the Nutrition system is looking for this embedded code. You must send the budget that you received (completed or modified as necessary to reflect your budget).

# Completing the Income Eligibility

- Once all of the site applications have been submitted and all new sites have been added, you may complete the Income Eligibility form.
- Launch the Income Eligibility hyperlink on the App Packet Disposition page.
- If you have not submitted all your site applications, you will receive the following message:

Site	Type	Number	Description
	Error	KRA-60097	KRA-60097. Sponsor Income Eligibility is not available until all site applications related to the referenced sponsor application are submitted.

NOTE: The above errors and warnings were encountered during the verification of the information on this page. Errors must be corrected before this information can be saved. Warnings are conditions that should initiate review of the noted situation.

- The numbers are derived from the Site Income Eligibility block on the bottom of page 2 of the Site Application.

*Site Income Eligibility					
Start Date	05/01/2010	Free	23	Reduced	11
				Non-Needy	35
					Total
					69

- If all site applications have been submitted correctly, the Income Eligibility Hyperlink will display the blended rates to be used to calculate meal reimbursements.
- Press submit to continue.

\*For Application 2010 Amend 0 (SUBMITTED) Select

CAC  
Sponsor Income Eligibility

	Free	Reduced	Non-Needy	Total
Eligibility	23	11	35	69
Breakfast	$((23 * 1.4600) + (11 * 1.1600) + (35 * 0.2600)) / 69 = 0.8034$			
Lunch	$((23 * 2.6800) + (11 * 2.2800) + (35 * 0.2500)) / 69 = 1.3836$			
Supper	$((23 * 2.6800) + (11 * 2.2800) + (35 * 0.2500)) / 69 = 1.3836$			
Snacks	$((23 * 0.7400) + (11 * 0.3700) + (35 * 0.0600)) / 69 = 0.3360$			

For State Use Only

Recalculate Claims Back To Month May Year 2010

Approved SUBMITTED Date Status SUBMITTED

Notes

Save Cancel Submit Back Audit

# Claims for Reimbursement

- Sponsors will be able to access:
  - Enter Site and Sponsor Level Claim
  - Review Reimbursement for Claim
  - See a site level report of claim details
  - See a history of all payments
  - Generate and print a comprehensive Sponsor Reimbursement Statement



# Entering a Claim

- Select a Claim Period and Site claim by clicking on the Site Selection menu option to display the Site Search screen.
- All site data is managed within a claim period that is accessible via the claim period drop-down, which lists completed claim periods as well as new claim periods to be entered.
- Choose the claim period to be processed and press Select. The name for each site eligible to claim, along with the claim status will display.

CAC Sponsor Claims | Reimbursement | **Site Selection** | Site Report | Payment History | Sponsor Reimb Stmt | Upload Claims | View Import Log

C1250 FOOD BANK OF NORTHERN NEVADA

\*Claim: New JUL-2004 Claim 1, Rev 0 [Select]

CAC Site Claim Search

Status: DONE, ERRORS, IN PROCESS, NOT ENTERED

Name: [ ] Site #: [ ]

Name	Number	Status
<a href="#">Agnes Risley Elementary</a>	C1250-006	NOT ENTERED
<a href="#">Anderson Elementary School</a>	C1250-014	NOT ENTERED
<a href="#">Bernice Mathews Elementary</a>	C1250-003	NOT ENTERED
<a href="#">Desert Heights Elementary</a>	C1250-004	NOT ENTERED
<a href="#">Libby Booth Elementary School</a>	C1250-018	NOT ENTERED
<a href="#">Roger Corbett Elementary School</a>	C1250-015	NOT ENTERED
<a href="#">Sun Valley Elementary School</a>	C1250-008	NOT ENTERED

# Site Claim

- A site claim can have one of four statuses:
  - DONE – the Site claim was entered and saved; no errors exist (although warnings may exist). The claim is complete, and will be included in the Sponsor claim.
  - ERRORS – The site claim was entered, saved, and errors exist and cannot be included in the Sponsor claim until the errors are corrected.
  - IN PROCESS – The site claim was entered and saved but is not done, and will not be included in the Sponsor Claim.
  - NOT ENTERED – The claim for this site has not yet been entered.

C1250 FOOD BANK OF NORTHERN NEVADA

\*Claim **JUL-2004 Claim 1, Rev 0 (IN PROCESS)**

CAC  
Site Claim Search

Status	DONE ERRORS IN PROCESS NOT ENTERED	Name <input type="text"/>	Site # <input type="text"/>
--------	---	---------------------------	-----------------------------

Name	Number	Status
<a href="#">Agnes Risley Elementary</a>	C1250-006	IN PROCESS
<a href="#">Anderson Elementary School</a>	C1250-014	DONE
<a href="#">Bernice Mathews Elementary</a>	C1250-003	ERRORS
<a href="#">Desert Heights Elementary</a>	C1250-004	NOT ENTERED
<a href="#">Libby Booth Elementary School</a>	C1250-018	NOT ENTERED
<a href="#">Roger Corbett Elementary School</a>	C1250-015	NOT ENTERED
<a href="#">Sun Valley Elementary School</a>	C1250-008	NOT ENTERED

[CAC Sponsor Claims](#) | 
 [Reimbursement](#) | 
 [Site Selection](#) | 
 [Site Report](#) | 
 [Payment History](#) | 
 [Sponsor Reimb Stmt](#) | 
 [Upload Claims](#) | 
 [View Import Log](#)

Help ?

C1250 FOOD BANK OF NORTHERN NEVADA

\*Claim **New JUL-2004 Claim 1, Rev 0**

CAC  
Site Claim Search

Status	DONE ERRORS IN PROCESS NOT ENTERED	Name <input type="text"/>	Site # <input type="text"/>
--------	---	---------------------------	-----------------------------

Name	Number	Status
<a href="#">Agnes Risley Elementary</a>	C1250-006	NOT ENTERED
<a href="#">Anderson Elementary School</a>	C1250-014	NOT ENTERED
<a href="#">Bernice Mathews Elementary</a>	C1250-003	NOT ENTERED
<a href="#">Desert Heights Elementary</a>	C1250-004	NOT ENTERED
<a href="#">Libby Booth Elementary School</a>	C1250-018	NOT ENTERED
<a href="#">Roger Corbett Elementary School</a>	C1250-015	NOT ENTERED
<a href="#">Sun Valley Elementary School</a>	C1250-008	NOT ENTERED

- To Select a site claim, click on the site link

# Enter a Site Claim

- All fields default to 0 when the claim has not been entered.
- To enter a claim:
  1. Enter Participation Data and Day Open
  2. Enter enrollment and total monthly attendance (the Avg Daily Attendance will be calculated for you)
  3. Enter the meal counts that you served.
  4. Click SAVE. The total column will automatically calculate when you save.
- CANCEL Button:
  - The CANCEL button will discard any changes that have been made since the most recent save. A warning message will display asking the user to verify that their changes should be discarded.

\*Claim **JUL-2004, Rev 0 (DONE)**

**Child and Adult Care Centers  
Site Claim**

1. General Information							
Mailing Address	Bernice Mathews Elementary School			Claim Mth/Yr	JUL-2004, Rev 0		
	2750 Elementary Drive			Telephone	775-353-5950		
	Reno, NV 89512						
Emergency Shelter	0	After School Care Snack	1	All Other	1		
# of Title XIX/XX/F&R Participants	0	Days Open	22				
Remarks							

2. Excluding After-School Care Program				3. After-School Care Program			
Enrollment	150	Enrollment	150				
Monthly Attendance	2800	Monthly Attendance	2765				
Avg Daily Attendance	127	Avg Daily Attendance	126				

Meals Served:	Reimbursable	CACFP Personnel	Non-Program Meals	ASCP Snacks Served	Reimbursable	CACFP Personnel
Breakfast	0	0	0		1500	0
AM Snack	0	0	0			
Lunch	0	0	0			
PM Snack	0	0	0			
Supper	1500	0	0			
Evening Snack	0	0	0			

Done ☒

# Enter a Site Claim continued

- **VERIFY button:** The Verify button is used to show the **ERRORS** or **WARNINGS** on a claim. It is not necessary to use the **VERIFY** button when entering a new claim, as **SAVE** will automatically verify the claim. However, verify is useful when reviewing historical data – as the warnings that exist at the time the claim was submitted will be shown.
- **TOTALS button :** This feature is available when a claim as been revised. The totals will show the aggregate numbers across multiple claims for the claim period.
- **REVISE button:** When a claim needs to be adjusted, the **REVISE** button is used to begin a new revision. Claims can be revised once they have been **SUBMITTED**, otherwise the original claim can be updated.
- **AUDIT button:** tracks who entered the claim and the last person to update the claim along with the date and time.

\*Claim **JUL-2004, Rev 0 (DONE)**

**Child and Adult Care Centers  
Site Claim**

1. General Information					
Mailing Address	Bernice Mathews Elementary School		Claim Mth/Yr	JUL-2004, Rev 0	
	2750 Elementary Drive		Telephone	775-353-5950	
	Reno, NV 89512				
Emergency Shelter	0	After School Care Snack	1	All Other	1
# of Title XIX/XX/F&R Participants	0	Days Open	22		
Remarks					

2. Excluding After-School Care Program				3. After-School Care Program			
Enrollment	150			Enrollment	150		
Monthly Attendance	2800			Monthly Attendance	2765		
Avg Daily Attendance	127			Avg Daily Attendance	126		
<b>Meals Served:</b>	Reimbursable	CACFP Personnel	Non-Program Meals		Reimbursable	CACFP Personnel	
Breakfast	0	0	0	ASCP Snacks Served	1500	0	
AM Snack	0	0	0				
Lunch	0	0	0				
PM Snack	0	0	0				
Supper	1500	0	0				
Evening Snack	0	0	0				

Done ☒

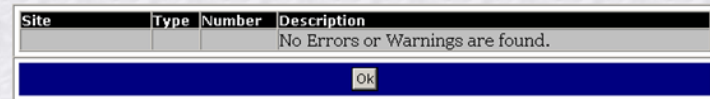


# Saving a Site Claim

There are three possible outcomes when saving a site claim:

## 1. No Errors or Warnings

If there are no errors, click Done, Click Save and your site claim will be included in the Sponsor Claim.

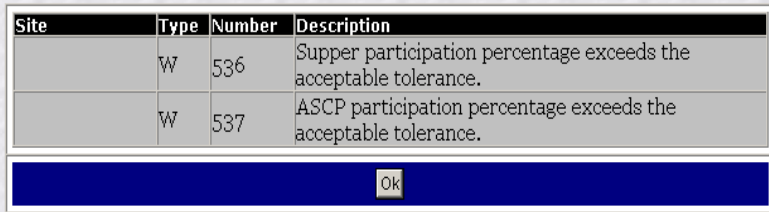


Site	Type	Number	Description
No Errors or Warnings are found.			
<input type="button" value="Ok"/>			

NOTE: Errors must be corrected before the claim can be submitted to DOE for payment. Warnings are conditions that should initiate review of the noted situation.

## 2. Warnings Only

Warnings (Type W) are an indication that the data entered seems unusual. In this case, review the site claim to ensure the validity of the data, making changes where necessary. Once you are sure the accuracy of the claim, click Done, Click Save and your site claim will be included in the Sponsor Claim.



Site	Type	Number	Description
	W	536	Supper participation percentage exceeds the acceptable tolerance.
	W	537	ASCP participation percentage exceeds the acceptable tolerance.
<input type="button" value="Ok"/>			

NOTE: Errors must be corrected before the claim can be submitted to DOE for payment. Warnings are conditions that should initiate review of the noted situation.

## 3. Errors

There are conditions that prevent the site claim from being included in the Sponsor Claim.

# Site Claims with Errors

Errors (Type E) will prevent the Site Claim from being included in the Sponsor Claim and represent an invalid claim. Site Claims with errors will be given the status of ERRORS, and the DONE button will not be available.

Site	Type	Number	Description
	E	514	Not approved to serve Breakfast.
	E	515	Not approved to serve AM Snacks.
	E	516	Not approved to serve Lunches.
	E	517	Not approved to serve PM Snacks.
	E	519	Not approved to serve Evening Snacks.
	E	523	Total breakfasts exceed the number approved times operating days.
	E	524	Total lunches exceed the number approved times operating days.
	E	526	Total AM snacks exceed the number approved times operating days.
	E	527	Total PM snacks exceed the number approved times operating days.
	E	528	Total Eve snacks exceeds the number approved times operating days.
	W	536	Supper participation percentage exceeds the acceptable tolerance.
	W	537	ASCP participation percentage exceeds the acceptable tolerance.

Ok

NOTE: Errors must be corrected before the claim can be submitted to DOE for payment. Warnings are conditions that should initiate review of the noted situation.

# Site Claims with Errors

Other Errors (Type Error) will occur when improper data is entered. For example:

- A number field is blank
- A number field contains a blank '0'
- A number field contains a character
- A number field contains too many characters
- a date field does not contain a valid date

Site	Type	Number	Description
	Error	DBVal-00003	Breakfast - Reimbursable; Entry=; Invalid character(s) in numeric field.
Ok			

NOTE: Errors must be corrected before the claim can be submitted to DOE for payment. Warnings are conditions that should initiate review of the noted situation.

In these cases, the record cannot be saved at all, and it is necessary to correct the problem.

# Completing the Claim

- A completed site claim will show the status as Done.
- The claim is read-only and cannot be changed.
- Continue entering all site claims for the claim period.

NOTE: Once the claim has been saved with Done checked, the claim becomes read-only. Done can be unchecked and edits made to the claim as long as the Sponsor claim has not been submitted.

Child and Adult Care Centers Site Claim									
<b>1. General Information</b>									
Mailing Address	Bernice Mathews Elementary School 2750 Elementary Drive Reno, NV 89512				Claim Mth/Yr	JUL-2004, Rev 0			
Telephone	775-353-5950								
Emergency Shelter	0			After School Care Snack	1		All Other	1	
# of Title XIX/XX/ F&R Participants	0			Days Open	22				
Remarks									
<b>2. Excluding After-School Care Program</b>					<b>3. After-School Care Program</b>				
Enrollment			150		Enrollment			150	
Monthly Attendance			2800		Monthly Attendance			2765	
Avg Daily Attendance			127		Avg Daily Attendance			126	
<b>Meals Served:</b>	Reimbursable	CACFP Personnel	Non-Program Meals	ASCP Snacks Served			Reimbursable	CACFP Personnel	
Breakfast	0	0	0				1760	0	
AM Snack	0	0	0						
Lunch	0	0	0						
PM Snack	0	0	0						
Supper	1540	0	0						
Evening Snack	0	0	0						
									Done <input checked="" type="checkbox"/>
<div> <div>Save</div> <div>Cancel</div> <div>Verify</div> <div>Site Selection</div> <div>Totals</div> <div>Next</div> <div>Revise</div> <div>Audit</div> </div>									

# Run A Site Report

- Prior to entering and submitting the Sponsor Claim, a Site Report can be run, printed and reviewed.

Help ?

### Nevada Child Nutrition Programs CAC Site Detail Report

Claim JUL-2004 Claim 1, Rev 0 (IN PROCESS) Select Close

Sponsor: *FOOD BANK OF NORTHERN NEVADA*      Agm #: *C1250*      Claim Month and Year: *July 2004*

Site Name and #	Center Type	Title XIX/XX/F&R Part	Days Open	Excluding After School Program								After School Care Program				Status	
				Enroll	ADA	Meals Served - Reimbursed						Enroll	ADA	Snack	Reim Amt		
						BRK	AM	LNC	PM	SUP	EVE						
C1250-014 Anderson Elementary School	ASCP, OSHC	0	15	0	0	0	0	0	0	0	0	10	1	150	90.00	Done	
C1250-003 Bernice Mathews Elementary	ASCP, OSHC	0	22	150	127	0	0	0	0	1540	0	150	126	1760	3856.80	Done	
<b>Total</b>		0	22	150	127	0	0	0	0	1540	0	160	127	1910	3946.80		
Errors or No Claims																	
C1250-006 Agnes Risley Elementary	ASCP, OSHC	0	1	1	1	0	0	0	0	1	0	0	0	0	0	0 IN PROCESS	
C1250-004 Desert Heights Elementary	ASCP, OSHC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 NOT ENTERED	
C1250-018 Libby Booth Elementary School	ASCP, OSHC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 NOT ENTERED	
C1250-015 Roger Corbett Elementary School	ASCP, OSHC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 NOT ENTERED	
C1250-008 Sun Valley Elementary School	ASCP, OSHC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 NOT ENTERED	

# Run A Site Report

- Select Site Report from the CACSponsor Claim menu. Select the appropriate claim period and click Select.
- The Site Report lists the details of all site-level data (one row per site). The details are grouped into two sets:
- Sites that are included in the Sponsor Claim for the month (DONE).
- Sites that are not included in the Sponsor Claim because they either have ERRORS, have not been entered, or have not been identified as DONE.
- The Site Report can be used to review the status of all unsubmitted site-level claims for the month, to quickly identify which site claims still need action – those that have errors, are still in process, or have not yet been entered. Once changes have been made to the Site Claims, the Site Report should be generated and reviewed again.
- Compare the values on the Site Report to the values that are summarized on the Sponsor Claim.
- The CLOSE button is used to close the browser window, returning to the original browser window with the SIPS database.



Help ?

Nevada Child Nutrition Programs  
CAC Site Detail Report

Claim JUL-2004 Claim 1, Rev 0 (IN PROCESS) Select Close

Sponsor: *FOOD BANK OF NORTHERN NEVADA*      Agm #: *C1250*      Claim Month and Year: *July 2004*

Site Name and #	Center Type	Title XIX/XX/F&R Part	Days Open	Excluding After School Program								After School Care Program			Reim Amt	Status
				Enroll	ADA	BRK	AM	LNC	PM	SUP	EVE	Enroll	ADA	Snack		
C1250-014 Anderson Elementary School	ASCP, OSHC	0	15	0	0	0	0	0	0	0	0	10	1	150	90.00	DONE
C1250-003 Bernice Mathews Elementary	ASCP, OSHC	0	22	150	127	0	0	0	0	1540	0	150	126	1760	3856.80	DONE
<b>Total</b>		0	22	150	127	0	0	0	0	1540	0	160	127	1910	3946.80	
Errors or No Claims																
C1250-006 Agnes Risley Elementary	ASCP, OSHC	0	1	1	1	0	0	0	0	1	0	0	0	0	0	IN PROCESS
C1250-004 Desert Heights Elementary	ASCP, OSHC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NOT ENTERED
C1250-018 Libby Booth Elementary School	ASCP, OSHC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NOT ENTERED
C1250-015 Roger Corbett Elementary School	ASCP, OSHC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NOT ENTERED
C1250-008 Sun Valley Elementary School	ASCP, OSHC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NOT ENTERED

# Complete and Submit the Sponsor Claim

- Select CACSponsor Claims from the CACSponsor Claim menu.
- Select the claim period from the drop-down box and click Select.
- The Sponsor Claim includes all sites that have been checked as DONE. Any changes to meals served must be done at site level prior to the Sponsor Claim being submitted.
- Enter the monthly Administrative costs as approved on the budget.
- Enter the Monthly Food Service Operating Costs as approved on the budget.
- Press Verify to see if there are any errors or warnings. Correct the errors before proceeding. If there are warnings, you may wish to provide additional comments in the Remarks section for clarification to NDE. Claims with warnings require NDE approval.
- Click the certification statement at bottom.
- Click Submit once confident that all data is correct.

General Information			
Contact Person	Cherie Jamason	Claim Mth/Yr	JUL-2004 Claim 1, Rev 0
Mailing Address	994 Packer Way	Status	IN PROCESS
	Sparks, NV 89431		
Telephone	775-331-3663		
Remarks			

General Statistics			
	Emergency Shelter	After School Care Snack	All Other
Number of Sites	0	2	2
Average Daily Attendance	0	127	127
Total Licensed Capacity of All Sites			500
Number of Title XIX/XX/F&R Participants			0
Operating Days			22

Meals Served				
Meals	Excluding Emergency Shelter	Emergency Shelter Only	To CACFP Personnel	Non-Program Meals
Breakfasts	0	0	0	0
Lunches	0	0	0	0
Suppers	1540	0	0	0
AM Snacks	0	0	0	0
PM Snacks	0	0	0	0
After School Care Snacks	1910	0	0	0
Evening Snacks	0	0	0	0
Totals	3450	0	0	0

Administrative Costs		Food Service Operating Costs	
Administrative Labor	0.00	Operating Labor	0.00
Supplies	0.00	Food and Milk	0.00
Office Expenses	0.00	Non-Food Supplies	0.00
Administrative Services	0.00	Purchased Services	0.00
Travel	0.00	Total Food Service Costs	0.00
Training	0.00		
Total Administrative Costs	0.00		
Total Administrative & Food Service Costs		0.00	

For State Use Only	
Approved <input type="checkbox"/>	Date

Save	Cancel	Verify	Submit	Totals	Revise	Back	Audit
------	--------	--------	--------	--------	--------	------	-------

I certify that this claim is true and correct in all respects, that it is completed in accordance with CFR Part 226 regulations, and with the terms and all conditions of existing agreements, and that records are available to support this claim. I recognize that I am fully responsible for the errors made in completing this claim. I am also aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

☐

# View Claim Reimbursements

- Select Reimbursement on the CACSponsor Claim menu.
- Select Claim Period from drop-down box.
  - The Reimbursement screen is read only and allows for viewing reimbursement for sponsor claims, regardless of the claim status.
  - The Meal Served column is carried forward from the Sponsor Claim, the rates are taken from a reimbursement rate table based on Free/Reduced/Non-Needy numbers entered on site application, and the amount is calculated.
  - Once a claim is submitted, these numbers will not change.
- The Totals button is available on claims with multiple revisions.

\*Claim JUL-2004 Claim 1, Rev 0 (IN PROCESS) Select

CAC  
Reimbursement

Meal Type	Meals Served	Rate	Amount
Breakfasts	0	0.9217	0.00
Lunches	0	1.6612	0.00
Suppers	1540	1.6612	2558.25
AM Snacks	0	0.4225	0.00
PM Snacks	0	0.4225	0.00
Evening Snacks	0	0.4225	0.00
ES Breakfasts	0	1.2000	0.00
ES Lunches	0	2.1900	0.00
ES Suppers	0	2.1900	0.00
ES AM Snacks	0	0.6000	0.00
ES PM Snacks	0	0.6000	0.00
ES Evening Snacks	0	0.6000	0.00
After School Care Snacks	1910	0.6000	1146.00
Total	3450		3704.25
Cash in Lieu	1540	0.1575	242.55
Total Reimbursement			3946.80

Totals



# Sponsor Claim Errors and Warnings

- All site level warnings will be displayed.
- The number of sites that have not been claimed will be included.
- Additional Sponsor Errors and Warnings will be shown.

Note: Sites not included in an original claim will be included in the next (sequentially numbered) Sponsor claim.

Site	Type	Number	Description
	W	625	5 sites are not claimed this month.
	W	630	YTD Administrative Labor exceeds the budgeted amount by 10% or \$1000 (whichever is lower).
	W	631	YTD Supplies exceed the budgeted amount by 10% or \$1000 (whichever is lower).
	W	632	YTD Office Expenses exceeds the budgeted amount by 10% or \$1000 (whichever is lower).
	W	633	YTD Administrative Services exceed the budgeted amount by 10% or \$1000 (whichever is lower).
	W	634	YTD Travel exceeds the budgeted amount by 10% or \$1000 (whichever is lower).
	W	635	YTD Training exceeds the budgeted amount by 10% or \$1000 (whichever is lower).
	W	641	Administrative costs exceed 15% of the meal reimbursement year to date.
	W	626	Food Service Operating Costs have not been reported

Ok

# Revising Site Claims

- Navigate to Site Claim
- Click REVISE – claim opens with all 0's
- Enter the delta difference of what is being taken away. (Example: If original claim had 100 breakfasts claimed but should have only claimed 50, the number entered on the revision would be -50).
- There is no need to re-enter all other numbers (days open, enrollment, etc.) unless there is a need to add or delete amounts from those.
- Click Done, Click Save
- Navigate to CACSponsor Claim
- Scroll to bottom, click the Certification
- Click SUBMIT

\*Claim New JUL-2004, Rev 1 Select

**Child and Adult Care Centers  
Site Claim**

1. General Information					
Mailing Address	Anderson Elementary School		Claim Mth/Yr	JUL-2004, Rev 1	
	1055 Berrum Lane		Telephone	775-689-2500	
	Reno, NV 89509				
Emergency Shelter	<input type="text" value="0"/>	After School Care Snack	<input type="text" value="1"/>	All Other	<input type="text" value="1"/>
# of Title XIX/XX/F&R Participants	<input type="text" value="0"/>	Days Open	<input type="text" value="0"/>		
Remarks	<div></div>				

2. Excluding After-School Care Program			3. After-School Care Program		
Enrollment	<input type="text" value="0"/>		Enrollment	<input type="text" value="0"/>	
Monthly Attendance	<input type="text" value="0"/>		Monthly Attendance	<input type="text" value="0"/>	
Avg Daily Attendance	<input type="text" value="0"/>		Avg Daily Attendance	<input type="text" value="0"/>	

Meals Served:	Reimbursable	CACFP Personnel	Non-Program Meals	ASCP Snacks Served	Reimbursable	CACFP Personnel
	Breakfast	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
AM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
Lunch	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
PM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
Supper	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
Evening Snack	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			

Done ☐

Save Cancel Verify Site Selection Totals Next Revise Audit

# Revising Sponsor Claims

**Only Expenses reported are revised at Sponsor level.**

- Navigate to Sponsor Claim
- Click REVISE – claim opens with all 0's
- Enter the delta difference of what is being taken away or added. (Example: If original claim had 150.00 in Administrative Labor claimed but it is necessary to increase the labor by 100.00, only enter 100.00. If it is necessary to take away money, only enter -100.00.)
- Clicking the Totals button will show what the revised amounts will be
- Scroll to bottom, click the Certification
- Click SUBMIT

General Information			
Contact Person	Cherie Jamason	Claim Mth/Yr	JUL-2004 Claim 1, Rev 0
Mailing Address	994 Packer Way	Status	IN PROCESS
	Sparks, NV 89431		
Telephone	775-331-3663		
Remarks			

General Statistics			
	Emergency Shelter	After School Care Snack	All Other
Number of Sites	0	2	2
Average Daily Attendance	0	127	127
Total Licensed Capacity of All Sites			500
Number of Title XIX/XX/F&R Participants			0
Operating Days			22

Meals Served				
Meals	Excluding Emergency Shelter	Emergency Shelter Only	To CACFP Personnel	Non-Program Meals
Breakfasts	0	0	0	0
Lunches	0	0	0	0
Suppers	1540	0	0	0
AM Snacks	0	0	0	0
PM Snacks	0	0	0	0
After School Care Snacks	1910	0	0	0
Evening Snacks	0	0	0	0
Totals	3450	0	0	0

Administrative Costs		Food Service Operating Costs	
Administrative Labor	0.00	Operating Labor	0.00
Supplies	0.00	Food and Milk	0.00
Office Expenses	0.00	Non-Food Supplies	0.00
Administrative Services	0.00	Purchased Services	0.00
Travel	0.00	Total Food Service Costs	0.00
Training	0.00		
Total Administrative Costs	0.00		
Total Administrative & Food Service Costs		0.00	

For State Use Only	
Approved <input type="checkbox"/>	Date

Save	Cancel	Verify	Submit	Totals	Revise	Back	Audit
------	--------	--------	--------	--------	--------	------	-------

I certify that this claim is true and correct in all respects, that it is completed in accordance with CFR Part 226 regulations, and with the terms and all conditions of existing agreements, and that records are available to support this claim. I recognize that I am fully responsible for the errors made in completing this claim. I am also aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

☐

# Data Validation and Verification

- There are three basic types of messages that can display when a site or sponsor claim is saved: data validation errors, verification errors, and verification warnings.
- **Data Validation Errors** – These are conditions that prevent the record from being written to the database. For example, a site claim where the default values of 0 have been deleted from one or more fields or a non-numeric has been entered for a meal count value. These errors must be corrected before the claim can be saved.
- **Data Verification** (errors and warnings)
  - Errors prevent the claim from being completed or submitted. In the case of a site claim, the claim cannot be marked DONE. In the case of a sponsor claim, the claim cannot be submitted.
  - Warnings do not prevent the claim s from being completed or submitted. Warnings are potential or likely errors on the claim, even though the values reported could, in fact, be accurate. Because values that generate warning messages can potentially mask other more serious errors on a claim, warnings should be reviewed carefully before deciding whether to allow a claim to be submitted.
  - When warnings exist on a Sponsor or site claim, a message will display asking the user if they want to proceed with submitting the claim even though there are warnings.

# CACFP Sponsor Claim Errors/Warnings

- The Verification Errors and Warnings that may display on sponsor claims are as follows:

Error or Warning	Error Number	Message
ERROR	600	Negative numbers are not valid unless the claim is a revision.
WARNING	80	This claim was entered with a late claim exception and requires approval.
WARNING	625	N sites are not claimed this month.
WARNING	626	Food Service Operating Costs have not been reported
WARNING	627	Administrative costs have changed by more than the acceptable tolerance.
WARNING	628	Food Service Operating Costs have changed by more than the acceptable tolerance.
WARNING	629	Total YTD Payments Exceed Total YTD Expenses.
WARNING	630	YTD Administrative Labor exceeds the budgeted amount by 10% or \$1000 (whichever is lower).
WARNING	631	YTD Supplies exceed the budgeted amount by 10% or \$1000 (whichever is lower).
WARNING	632	YTD Office Expenses exceeds the budgeted amount by 10% or \$1000 (whichever is lower).
WARNING	633	YTD Administrative Services exceed the budgeted amount by 10% or \$1000 (whichever is lower).
WARNING	634	YTD Travel exceeds the budgeted amount by 10% or \$1000 (whichever is lower).
WARNING	635	YTD Training exceeds the budgeted amount by 10% or \$1000 (whichever is lower).
WARNING	636	YTD Operating Labor exceeds the budgeted amount by 10% or \$1000 (whichever is lower).
WARNING	637	YTD Food and Milk exceeds the budgeted amount by 10% or \$1000 (whichever is lower).
WARNING	638	YTD Non-Food Supplies exceeds the budgeted amount by 10% or \$1000 (whichever is lower).
WARNING	639	YTD Purchased Services exceeds the budgeted amount by 10% or \$1000 (whichever is lower).
WARNING	641	Administrative costs exceed 15% of the meal reimbursement year to date.

# CACFP Site Claim Errors/Warnings

- The Verification Errors and Warnings that may display on sponsor claims are as follows:

Error or Warning	Error Number	Message
ERROR	501	The number of operating days exceeds the maximum for the month.
ERROR	502	Average daily attendance exceeds enrollment in the section Excluding After School Care Program
ERROR	503	Average daily attendance exceeds enrollment in the section After School Care Program.
ERROR	504	Breakfasts served exceeds enrollment times operating days.
ERROR	505	AM Snacks served exceeds enrollment times operating days.
ERROR	506	Lunches served exceeds enrollment times operating days.
ERROR	507	PM Snacks served exceeds enrollment times operating days.
ERROR	508	Suppers served exceeds enrollment times operating days.
ERROR	509	Evening Snacks served exceeds enrollment times operating days.
ERROR	510	After School Care Program snacks served exceeds enrollment times operating days.
ERROR	511	Too many total meals have been served.
ERROR	512	Too many snacks have been served.
ERROR	513	Too many breakfasts, lunches and suppers have been served.
ERROR	514	Not approved to serve Breakfast.
ERROR	515	Not approved to serve AM Snacks.
ERROR	516	Not approved to serve Lunches.
ERROR	517	Not approved to serve PM Snacks.
ERROR	518	Not approved to serve Supper.
ERROR	519	Not approved to serve Evening Snacks.
ERROR	520	Not approved to serve ASCP Snacks.

# CACFP Site Claim Errors/Warnings

- The Verification Errors and Warnings that may display on sponsor claims are as follows:

ERROR	521	A negative value is not valid if the claim is not a revision.
ERROR	522	Proprietary center has less than 25 percent applicable enrollment or licensed capacity.
ERROR	523	Total breakfasts exceed the number approved times operating days.
ERROR	524	Total lunches exceed the number approved times operating days.
ERROR	525	Total suppers exceed the number approved times operating days.
ERROR	526	Total AM snacks exceed the number approved times operating days.
ERROR	527	Total PM snacks exceed the number approved times operating days.
ERROR	528	Total Eve snacks exceeds the number approved times operating days.
ERROR	546	This claim has all zeros. Please enter meal counts
ERROR	550	The total of reimbursable breakfasts across revisions of this claim cannot be less than zero.
ERROR	551	The total of CACFP breakfasts across revisions of this claim cannot be less than zero.
ERROR	552	The total of non-program breakfasts across revisions of this claim cannot be less than zero.
ERROR	553	The total of reimbursable AM snacks across revisions of this claim cannot be less than zero.
ERROR	554	The total of CACFP AM snacks across revisions of this claim cannot be less than zero.
ERROR	555	The total of non-program AM snacks across revisions of this claim cannot be less than zero.
ERROR	556	The total of reimbursable lunches across revisions of this claim cannot be less than zero.
ERROR	557	The total of CACFP lunches across revisions of this claim cannot be less than zero.
ERROR	558	The total of non-program lunches over all revisions of this claim cannot be less than zero.
ERROR	559	The total of the reimbursable PM snacks over all revisions of this claim cannot be less than zero.
ERROR	560	The total of the CACFP PM snacks over all revisions of this claim cannot be less than zero.
ERROR	561	The total of non-program PM snacks over all revisions of this claim cannot be less than zero.
ERROR	562	The total of reimbursable suppers over all revisions of this claim cannot be less than zero.
ERROR	563	The total of CACFP suppers over all revisions of this claim cannot be less than zero.
ERROR	564	The total of non-program suppers over all revisions of this claim cannot be less than zero.
ERROR	565	The total of reimbursable evening snacks over all revisions of this claim cannot be less than zero.
ERROR	566	The total of CACFP evening snacks over all revisions of this claim cannot be less than zero.
ERROR	567	The total of non-program evening snacks over all revisions of this claim cannot be less than zero.
ERROR	568	The total of reimbursable ASCP snacks over all revisions of this claim cannot be less than zero.
ERROR	569	The total of CACFP ASCP snacks over all revisions of this claim cannot be less than zero.

# CACFP Site Claim Errors/Warnings

- The Verification Errors and Warnings that may display on sponsor claims are as follows:

WARNING	530	Enrollment has increased by more than the acceptable tolerance
WARNING	531	ASCP Enrollment has increased by more than the acceptable tolerance.
WARNING	532	Breakfast participation percentage exceeds the acceptable tolerance.
WARNING	533	AM Snack participation percentage exceeds the acceptable tolerance.
WARNING	534	Lunch participation percentage exceeds the acceptable tolerance.
WARNING	535	PM Snack participation percentage exceeds the acceptable tolerance.
WARNING	536	Supper participation percentage exceeds the acceptable tolerance.
WARNING	537	ASCP participation percentage exceeds the acceptable tolerance.
WARNING	538	Breakfast participation percentage increased by more than the acceptable tolerance.
WARNING	539	AM Snack participation percentage increased by more than the acceptable tolerance.
WARNING	540	Lunch participation percentage increased by more than the acceptable tolerance.
WARNING	541	PM Snack participation percentage increased by more than the acceptable tolerance.
WARNING	542	Supper participation percentage increased by more than the acceptable tolerance.
WARNING	543	Evening Snack participation percentage increased by more than the acceptable tolerance.
WARNING	544	ASCP participation percentage increased by more than the acceptable tolerance.
WARNING	545	Evening Snack participation percentage exceeds the acceptable tolerance



# OK, so what now?



- Submit claims for approval by the 10<sup>th</sup> and 20<sup>th</sup> of the month.
- Once approved claims are processed by the Accounting Technician and uploaded to controller's office.
- Reimbursements are EFT'd via direct deposit to bank in 5-7 working days from upload to controller's office.

# What Else Can SIPS Do?



- View Completed Applications and Claims
- Download Program Forms
- Access Rate Information

# Rates

## CHILD AND ADULT CARE FOOD PROGRAM (CACFP) REIMBURSEMENT RATES PER MEAL RATES EFFECTIVE JULY 1, 2010-JUNE 30, 2011

### Child and Adult Care Facilities

		Breakfast	Lunch/ Supper	Snack
Contiguous States	Paid	.26	.26	.06
	Reduced Price	1.18	2.32	.37
	Free	1.48	2.72*	.74

### Family Day Care Homes

		Breakfast	Lunch/ Supper	Snack
Contiguous States	Tier I	1.19	2.22	.66
	Tier II	.44	1.34	.18

### Administrative Reimbursement for Sponsoring Organizations of Family Day Care Homes - Per Home/Per Month - US Dollars

	Initial 50	Next 150	Next 800	Each Additional
Contiguous States	102	78	61	53

Cash-in-Lieu of Commodities Rate 0.20

\* At-Risk Suppers

# Important Telephone Numbers

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**(702) 486-6472 Ext 4**

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**(702) 486-6472 Ext 2**



Tammy Kratz

**(702) 486-6472 Ext 1**

Accounting Technician

**(775) 687-9103**

# Frequently Asked Questions

1. I keep getting an error when I enter my login name and password.
  - Check to be sure that you are spelling your login name and password correctly. Make sure that CAPLOCK is OFF and NUMLOCK is ON. Remember your password is case sensitive.
2. I want to select a claim period that does not show in the Claim Period pull-down list.
  - Claim can only be entered for a period of 60 days after the close of the claim period. If you need to submit a Late Claim, you must follow procedures for a late claim exception. Claims cannot be entered for a future month. Please check to be sure you are selecting the correct claim period.
3. The site claim for a claim period does not reflect the correct meal counts.
  - The claims will reflect what was actually entered through the website. Once a claim is submitted, you must revise the original site claim in order to add or subtract meals.
4. The Reimbursement View of the claim for a claim period does not reflect what I actually was paid.
  - The Reimbursement View reflects the reimbursement for a claim and does not take into consideration any adjustments that were made (advances, overpayment recoveries on adjusted claims). Review the Payment History option for additional detail on payment transactions.
5. What is the very last step in the application process? Answer: Submitting the Sponsor Application online.
6. How do you add a new site to an application? Answer: Navigate to Site Selection and Press New Site.

# Frequently Asked Questions

7. What do you do if you need to amend your budget? Answer: Call NDE and ask a Nutrition Programs Consultant to make a revised budget available to you to download.
8. If you Get a Budget and it opens in the browser, what is the first thing you must do? Answer: Save the budget to your computer, close the browser and open the budget in Excel.
9. If you entered a site claim with no errors and you notice that the site claim was not included in the Sponsor Claim, what did you probably forget to do? Answer: Click the DONE Button on the Site Claim and click SAVE. (Note, this only applies to CACFP, not DCH).
10. What report is used to verify the accuracy of the site claim? Answer: The Site Report
11. How would you ever get multiple claims (Claim 1, Claim 2) in a single month? Answer: If you did not claim all of your sites on the first (sponsor) claim the system will automatically assign the next site claim to a second (Sponsor) claim OR you forgot to click DONE and SAVE on a site claim and you submit the Sponsor Level claim. You will then need to submit the site level data under Claim 2.
12. Where do you to revise a claim? Answer: Navigate to the original Site claim, press the REVISE button and enter the DELTA difference for meal counts. For example, if you revise a meal count downward, use the negative sign and the number of meals that you are subtracting from the original claim. NO OTHER NUMBERS NEED TO BE REENTERED!